

Interagency Services Mini Manual

Overview

Follow the steps in this mini manual when an Agency purchase is defined by State Statute 73-507 Section 2.F and 2.G. This statute identifies Agency exceptions to the **Competitive bidding requirements** outlined in sections 73-504, 73-508, and 73-509.

State Statute 73-507 Section 2.F and 2.G States

(2) The following types of contracts for services are not subject to sections 73-504, 73-508, and 73-509:

(f) Agreements for services to be performed for a state agency by another state or local government agency or contracts made by a state agency with a local government agency for the direct provision of services to the public;

(g) Agreements for services between a state agency and the University of Nebraska, the Nebraska state colleges, the courts, the Legislature, or other officers or agencies established by the Constitution of Nebraska;

Procuring a service from another agency includes the following steps:

1. [Enter an Interagency Service Contract \(O4\) in NIS](#)
2. [Generate a Purchase Order \(Z8\) from the Interagency Service Contract](#)
3. [Create an Interagency Billing Transaction \(IBT\)](#)
4. [Create a Voucher using the 2-way Match process](#)

 **The agency must wait until they receive the IBT from the Billing Agency before completing the Two Way Match. The Invoice number from the IBT is required on the 2-Way Match.**

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Steps

Enter an Interagency Service Contract Directly

Navigation: Click Roles, Procurement. (Citrix users – right click on the menu, choose Apply Roles, choose Procurement.)

Purchasing – Agencies > Contracts - Agency > Enter Service Contract (O4)

Start this instruction from the Work with Order Header window.

1. Click **Add**. The Enter a Service Contract (O4) - Order Header window appears.

2. Complete the following fields:

- **Business Unit** - BU accountable for the order
- **Supplier Number** - enter the Address Book number of the Agency who is supplying the Service. THIS MUST BE AN "AG" SEARCH TYPE.
- **Ship To** - address to which the location where services are to be performed. THIS MUST BE AN "F" SEARCH TYPE
 - ✎ The Ship To number will automatically populate the Send Invoice To field.
 - ✎ Your login ID will default to the Ordered By field.
- **Order Date** – will automatically populate with today's date.
- **Requested Date** - Enter the date when you want the purchase order to be filled or delivered
 - ✎ If the Requested Date is not filled in, it will default to today's date
- **Promised Delivery** – Enter the date that the supplier promised to deliver this order. The system uses this date in conjunction with the receipt date

to evaluate supplier performance. For a service Contract this date can be the Cancel Date.

- **Cancel Date** – Enter the date that the Contract should be cancelled.

PeopleSoft
Revise Service Contract (O4) - Order Header

Order Number: 11717 | 04 | 56650 | Business Unit: 65025009

Address Numbers

Supplier: 6505 | DAS - MATERIEL
 Ship to: 678925 | DAS - NIS
 Buyer: 100386 | MCKAY, DORENNE K
 Send Invoice To: 678943 | DAS - NIS

Dates

Order Date: 06/15/2006
 Requested: 06/15/2006
 Promised Delivery: 06/15/2007
 Cancel Date: 06/15/2009

Hold Code: BLANK - HOLD CODES 42/HC
 Approval Code: 100386
 Retainage %:
 Ordered By: NISKMCKAY
 Order Taken By:
 AIA Document: Y

3. Click **OK**. The Order Detail window will appear.

 The Order Number will display in the upper Order Detail tab.

PeopleSoft
Revise Service Contract (O4) - Order Detail

Order Number: 11717 | 04 | 56650 | Business Unit: 65025009

Supplier: 6505 | DAS - MATERIEL | Order Revision: 0
 Ship To: 678925 | DAS - NIS | Order Date: 06/15/2006
 Hold Code: BLANK - HOLD CODES 42/HC
 Retainage %:

Records: 1 - 2

NIGP Number / Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
91800	918	00	10000.0000	\$	1.0000	10,000.00	\$	Consulting service provid

4. Complete the following information in the grid:
 - **NIGP Number/Inventory Number** - represents the NIGP commodity code for items to be purchased. If you need to find the applicable 5-digit code, note that all Services will be > 90000. This field will not print on the purchasing documents.
 - **3-Digit NIGP** –three-digit prefix to a commodity code
 - **NIGP Sub** – two-digit commodity code suffix

 3-Digit NIGP and NIGP Sub automatically populates from the data entered in the NIGP Number/Inventory Number field but can be overridden.

- **Quantity Ordered** - Enter the quantity of the item that you require. Quantity Ordered can be the total dollar value of the contract.
 - **Tr. UoM** – Transaction Unit of Measure. System defaults to EA; override this with the appropriate unit of measure if necessary. If you use a total dollar value of the contract in the Quantity Ordered, then you must use a "\$" symbol in this field. Other options can be found using the visual assist.
 - **Unit Cost** - the estimated cost per unit. If you use the total dollar in Quantity Ordered then the Unit Cost must equal 1.00
 - **Description 1** - This is free text – will print on all purchasing documents; enter descriptive data pertaining to the specific detail line.
 - **Description 2** – This is free text – will print on Contract and all Purchase Orders generated from the Contract; enter descriptive data pertaining to the specific detail line.
 - **Account Number** - valid business unit and object account from the Chart of Accounts.
 - **Report Code 4** - Used for special situations and exemptions that are agency purchase dependent. Example: SOL = Sole Source, RES = Restrictive, EMR = Emergency
 - **Ln Ty** – Defaults **J** for Non-Stock items; end-user can add a **T** Line type that indicates the Line is text information.
 - Other fields as required by your agency
 - Line Attachments: Text (to Detail Lines) if desired. (Please refer to the work instructions to Enter Attachments to Detail Lines)
 - Line Attachments: OLE (to Detail Lines) if desired. (Please refer to the work instructions to Enter Attachments to Detail Lines)
5. Use the down arrow on the keyboard to move the cursor to the next line if required

 Additional fields will be defaulted in, such as Extended Cost and Line Type.

 If you have additional items to order, repeat steps 4 and 5 until the order is complete.

 The new Order Number and Or Ty (O4) will appear and should be noted if you wish to do more work with them or facilitate searches later.

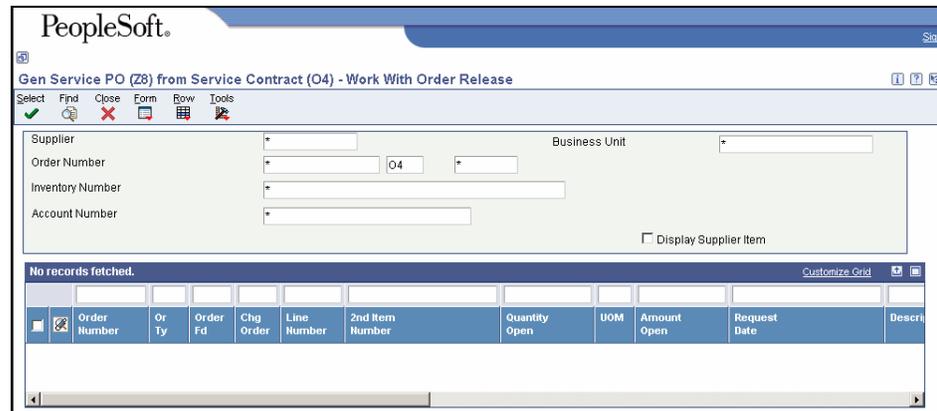
6. Click **OK** to return to the Order Header window.
7. Click **Cancel** to return to the Work with Header window.
8. Click **Close**.

Generating an Interagency Purchase Order (Z8) from an Existing Interagency Service Contract (O4)

The Service Contract is non-encumbering and not budget checked. Purchase Orders will be generated from the Service Contract. The end user can generate multiple Purchase Orders from a single Service Contract.

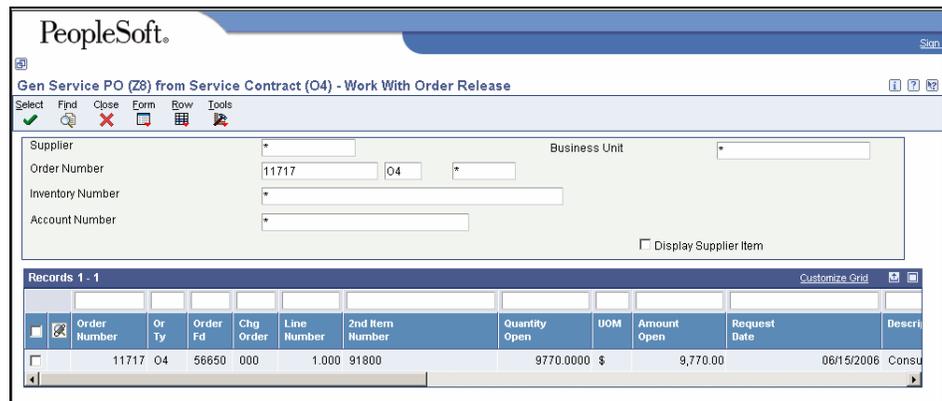
Navigation: Purchasing – Agencies > Purchase Orders – Agencies > Service Purchase Order – Agency > Generate Service PO – Agency > Gen Service PO (Z8) from Contract (O4)

Start this instruction from the Gen PO Z8 from Service Contract (O4) - Work With Order Release window.



 Enter any known information in the header or QBE line to minimize the search.

1. Click **Find**.



2. Choose the desired **Order Number** and **Detail Line(s)** on the grid.
3. Click **Row, Order Release**. The Gen PO Z8 from Service Contract (O4) – Order Release window appears.

PeopleSoft
Gen Service PO (09) from Contract (O4) - Order Release

Supplier: 532888 LINCOLN JOURNAL STAR - PO'S ON Branch/Plant: 65050005
 Buyer: 576679 KATHY DEVRIES
 Ship To: 559783 FACILITY, MULTIPLE ADDRESSES
 Order Number: 572 04 00001 000 2.000

Release Information | Detail Information | Dates

Release Qty	8.0000	YR	Release Amt	1,539.20	
City To Date	92.0000		Amt To Date	17,056.00	
Original Qty	100.0000		Original Amt	19,240.00	
Unit Cost	192.4000	Purchasing UOM	YR	Line Type	J

4. Change desired fields as necessary on the header.
 - Branch/Plant – a valid Business Unit for your agency
 - Supplier – Leave this value – it reflects the Agency that you are contracting with.
 - Buyer –you can populate with the address book record for the individual in your agency who will be responsible for the Purchase Order
 - Ship To – change to reflect a delivery location for your agency
 -  The Send Invoice To field cannot be changed when generating a Purchase Order from a Service Contract. When finished generating the Purchase Order, the agency will need to revise the document. Please follow the work instructions for [Revising a Purchasing Document](#) and change the Send Invoice To field on the Order Header and Order Detail screens.
 -  The Cancel Date cannot be changed when generating a purchase order from a service contract. When finished generating the Purchase Order, the agency will need to revise the document. Please follow the work instructions for [Revising a Purchasing Document](#) and remove the Cancel Date from the header and detail lines on the Purchase Order .
5. Complete the following fields on the Release Information tab:
 - Release Qty – Quantity for Contract will populate – change this quantity. If quantity is not changed, there will be no more units of this item to be released to subsequent PO's and you will be ordering a large quantity of this item.
 - Release Amt – Allow to automatically calculate
6. Complete the following field on the Detail Information tab:
 - Account Number - change to a valid Account Number for your agency
7. Click the Dates tab. Complete the following information on the Dates tab:
 - Requested – date to receive order
 - Promised Delivery – date the vendor can meet
8. Click **OK**.

- ✎ If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps 4-8 for each Inventory Number that you wish to include on the Service Contract.
- 9. Click **Form, Generate Order**. The Gen PO (Z8) from Service Contract (O4) Generated Purchase Orders window appears.



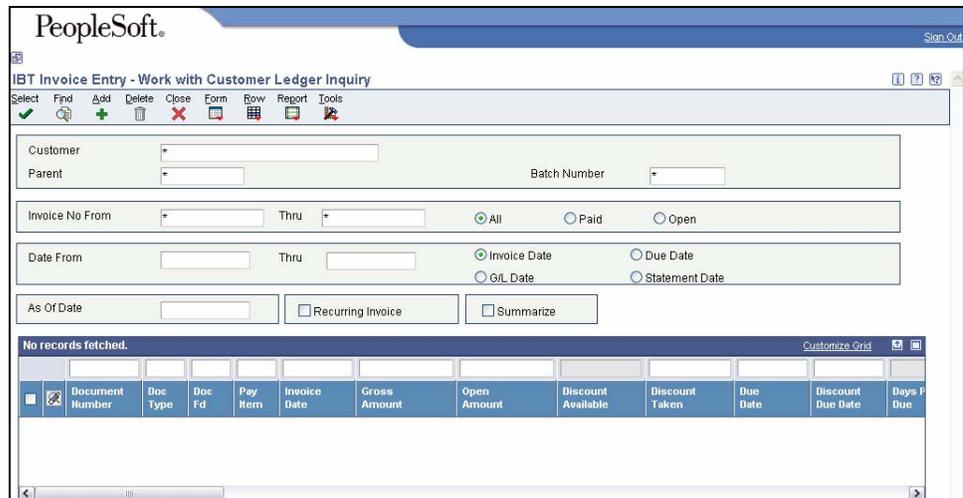
- ✎ The new Order Number and Order Type will appear and should be noted if you wish to do more work with them or facilitate searches later.
- 10. Click **Close**.
- 11. Click **Close**.

Entering Interagency Billing Transaction (IBT) Invoices

Navigation: Click Roles, Accounts Receivable. (Citrix users – right click on the menu, choose Apply Roles, choose Accounts Receivable.)

Receivables > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > IBT Invoice Entry

Start this instruction from the IBT Invoice Entry - Work with Customer Ledger Inquiry window.



- 1. Click **Add**. The IBT Invoice Entry – Standard Invoice Entry window appears.

PeopleSoft
Sign Out

IBT Invoice Entry - Standard Invoice Entry

Delete Cancel Form Row Tools

Document No/Type/Co Batch No * 601506

Customer

Fund

Invoice Date G/L Date Discount % Payment Terms

Records 1 - 1 Customize Grid

<input checked="" type="checkbox"/>	Pay Item	Gross Amount	Remark	Business Unit	Pymt Terms	Disc Percen	Open Amount	Tax Area	Tax Expl	Due Date	Discount Due Date
<input checked="" type="checkbox"/>	001	<input type="text"/>									

Gross Disc Tax Taxable

2. Enter the following information in the header:
 - Customer – This is the Ship To number from the Order Header of the Purchase Order; Address Book search type of F.
 - Fund – fund number from the Billing Agency.
 - Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date
 - G/L Date – the date on which the entry should post to the general ledger
3. Click the cursor in the Gross Amount field in the grid to refresh the window.
4. Enter the following information in the grid:
 - Gross Amount
 - Remark – identify the invoice, up to 30 characters
 -  **IT IS HIGHLY RECOMMENDED TO ENTER THE INTERAGENCY CONTRACT NUMBER AND/OR THE INTERAGENCY PURCHASE ORDER NUMBER IN THE REMARK FIELD.**
 - Click the down arrow key on the keyboard to add additional lines.
 - G/L Class – enter the appropriate offset code – this field is *required* when the general ledger distribution for a portion of the invoice will go to a fund other than the fund listed in the invoice header.
5. Click **OK**.
6. The IBT Invoice Entry – G/L Distribution window appears.

PeopleSoft

IBT Invoice Entry - G/L Distribution

Document No/Type/Co: 95344 R6 21010 Batch Number: 801252

Customer: 986036 Explanation: ABF FREIGHT SYSTEM, INC

G/L Date: 12/12/2005 Amt To Distribute: 150.00- Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tax Ex	Tax Item No	Per No
		150.00-	Test	0				
			Test	0				

Amount Remaining: 150.00-

-  The Document Type for an IBT is "R6".
7. Enter the following information in the grid:
 - Account Number – from the Billing Agency
 - Amount – should be negative, all or part of the Gross Amount
 - Explanation -Remark- – will default to the same as above or can be modified
 - Press the down arrow on the keyboard to accept the data entered.
 - Add additional line(s) as needed and repeat step 7.
 - Amount field should show full distributed amount, Remaining field should be blank
 -  If the General Ledger distribution involves more than one fund, be sure the distribution is consistent with the invoice grid information and the G/L Class codes used.
 8. Click **OK**. The IBT Invoice Entry - Standard Invoice Entry window appears.
 9. Repeat steps 2 - 8 as needed if multiple invoices are being prepared in this batch.
 10. Record the batch number.
 -  Note the invoice number (Document Number) as it will relate to the [2-Way Match Purchase Order Z8](#).
 11. Click **Cancel**.
 12. Click **Close**.
 13. Approve the "IB" Batch created by the entry of the IBT. Please see the work instructions on how to [Approve & Post Invoice Batches](#).

Entering Vouchers Using Two-Way Match for Interagency Service Purchase Orders (Z8) and IBT's

Use Voucher Match windows to create vouchers using the voucher-matching process.

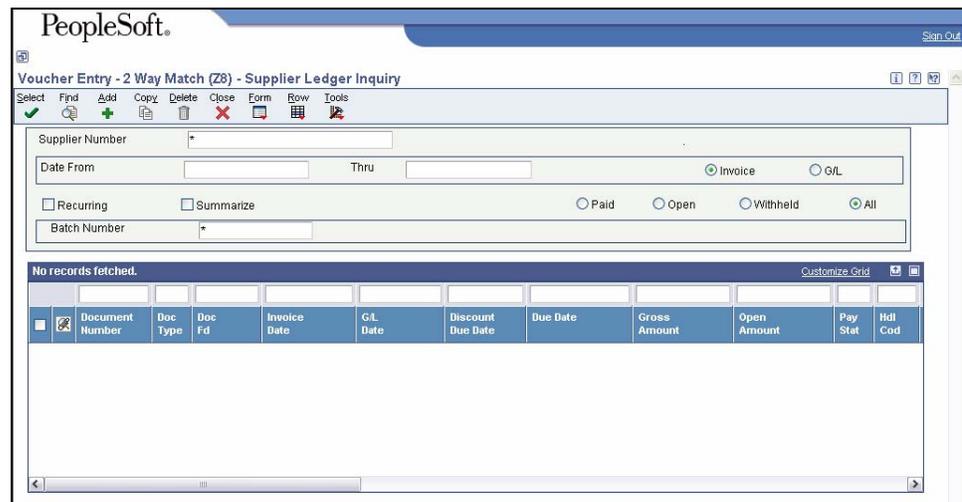
A **two-way match** compares the voucher you are entering to:

- The original Interagency Service Purchase Order (Z8)
- The supplier's invoice - IBT

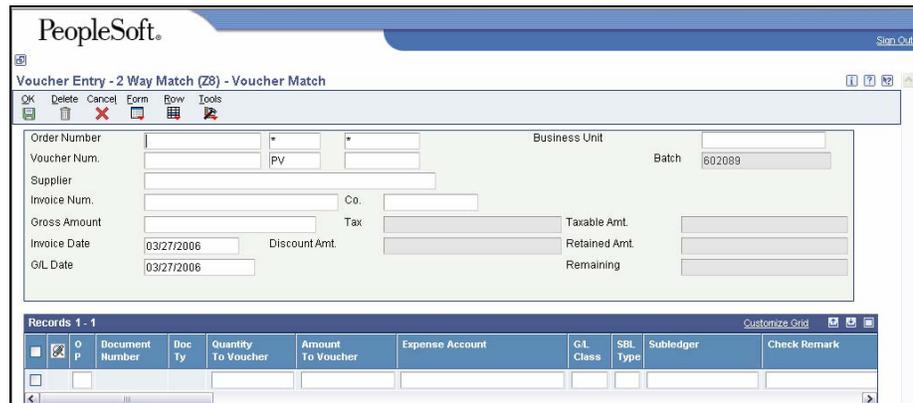
Navigation: Click Roles, Accounts Payable. (Citrix users – right click on the menu, choose Apply Roles, and choose Accounts Payable.)

Payables > Voucher Processing > Voucher Entry > Voucher Entry - 2 Way Match (Z8)

Start this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window.



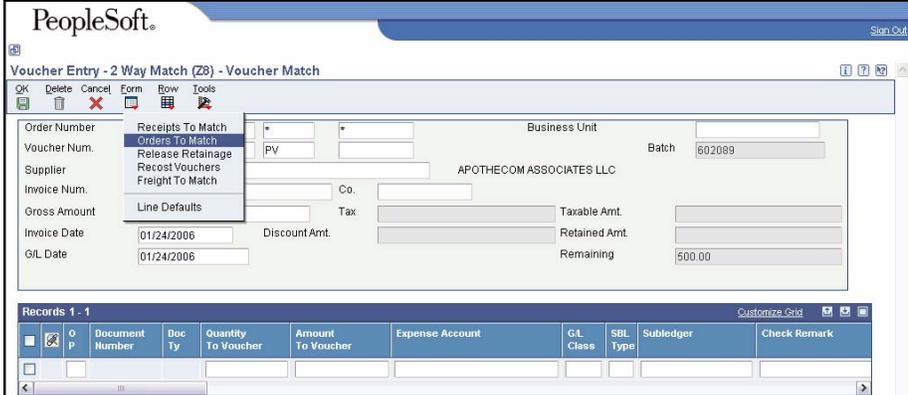
1. Click **Add**. The Voucher Entry with PO – Voucher Match window appears.



2. Complete the following:

- Order Number – Type the purchase order number to be matched to the voucher.

- Supplier – Type the supplier's Address Book number.
 - Invoice Num. – Type the document number printed on the IBT.
 - Gross Amount – Type the amount of the pay item.
 - Invoice Date – Type the date printed on the supplier's invoice.
 - G/L Date – Type the current date.
 - Co. (Fund) – Type the Fund Number from the purchase order.
-  If you enter more than one voucher, the system will default the date entered for the first voucher to all subsequent vouchers.



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Voucher Entry - 2 Way Match (Z8) - Voucher Match

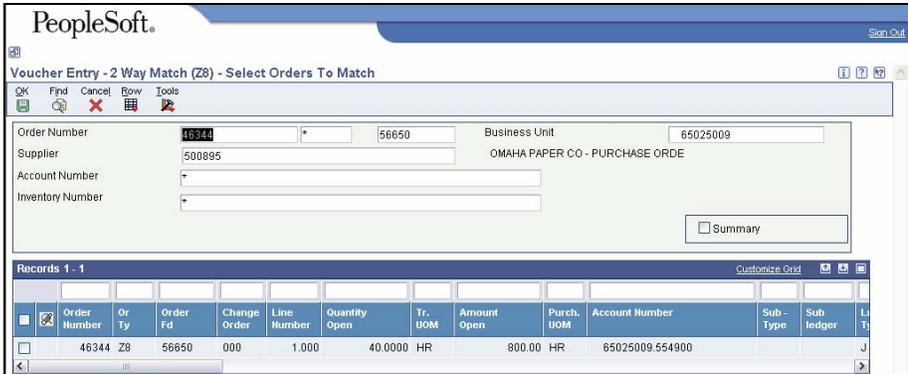
OK Delete Cancel Form Row Tools

Order Number * * Business Unit
 Voucher Num. PV * Batch 602089
 Supplier APOTHECOM ASSOCIATES LLC
 Invoice Num. Co. *
 Gross Amount Line Defaults Tax Taxable Amt.
 Invoice Date 01/24/2006 Discount Amt. Retained Amt.
 G/L Date 01/24/2006 Remaining 500.00

Records 1 - 1 Customize Grid

	O P	Document Number	Doc Ty	Quantity To Voucher	Amount To Voucher	Expense Account	GL Class	SBL Type	Subledger	Check Remark

3. Click **Form, Orders To Match**. The Voucher Entry with PO – Select Orders to Match window appears.



PeopleSoft. Sign Out

Voucher Entry - 2 Way Match (Z8) - Select Orders To Match

OK Find Cancel Row Tools

Order Number 48344 * 56650 Business Unit 65025009
 Supplier 500895 OMAHA PAPER CO - PURCHASE ORDE
 Account Number *
 Inventory Number *

Summary

Records 1 - 1 Customize Grid

	Order Number	Or Ty	Order Fd	Change Order	Line Number	Quantity Open	Tr. UOM	Amount Open	Purch. UOM	Account Number	Sub - Type	Sub ldger	L T
	48344	Z8	56650	000	1.000	40.0000	HR	800.00	HR	65025009.554900			J

4. Click **Find**, if needed, to display a list of orders to match.
 -  If no available orders display, type an asterisk (*) in the **Fund** field and click **Find**.
 -  If no available orders display, it is possible that a voucher has already been created.
5. Choose one or more orders to match.
 -  If the invoice pertains to multiple purchase orders, choose the line items for each purchase order.
6. Click **OK**. The Voucher Entry with PO – Voucher Match window appears.

Order Number	46344	*	56650	Business Unit	65025009
Voucher Num.	5702571	PV	56650	Batch	602093
Supplier	500895			OMAHA PAPER CO - PURCHASE ORDE	
Invoice Num.	12346	Co.	56650		
Gross Amount	800.00	Tax		Taxable Amt.	
Invoice Date	03/27/2006	Discount Amt.	16.00	Retained Amt.	
GL Date	03/27/2006			Remaining	

OP	Document Number	Doc Ty	Quantity To Voucher	Amount To Voucher	Expense Account	GL Class	SBL Type	Subledger	Check Remark
<input type="checkbox"/>	1		40.0000	800.00	65025009.554900				
<input type="checkbox"/>									

7. Write down the system-assigned numbers in the Voucher Number and Batch header fields.
8. Change the following, as needed, to reflect the vendors invoice:
 -  Changes must be made on the original line, not on the blank line at the bottom.
 - Quantity to Voucher – Type a quantity that matches the invoice quantity.
 - Amount to Voucher – Type the unit price if the current price differs from the voucher.
 -  The Amount or Quantity may exceed allowable tolerances, if tolerances are set up. If the system displays an "Amount Exceeds Tolerances" error, contact the Purchasing Manager to resolve the discrepancy.
 - Payment Terms – Type the appropriate payment term code.
 - Discount Due Date - defaults based on payment terms and invoice date
 -  If the voucher does not have a discount, when updating the due date, the discount due date must also be updated to the same date as the due date.
 - Due Date - defaults based on payment terms and invoice date
 -  **DO NOT CHANGE** the Discount Due Date or the Due Date. If either field needs to be changed, please follow the work instructions for [Special Handling a Voucher](#).
 - Payee Number – **DO NOT CHANGE**. Contact the Address Book representative at DAS - State Accounting for changes.
 - Warrant Remark – Type a remark that will appear on the warrant.
9. Click **OK** to accept the information and clear the window
-  Follow the same steps to enter additional vouchers or click **Cancel** to return to the Voucher Entry with PO – Supplier Ledger Inquiry window.
10. Post the “V” Batch created by the 2-Way Match by following the [Reviewing, Approving, and Working with Voucher Batches](#) work instructions in the Accounts Payable manual.